

MOVEABLE PROPERTY TRANSFER REQUEST

FROM: _____ DATE: _____

IT IS REQUESTED THAT THE FOLLOWING ITEMS BE MOVED, DISPOSED, TRANSFERRED TO ANOTHER DEPARTMENT, LISTED AS NOT LOCATED/STOLEN.

DESCRIPTION	STATE TAG NO.	SERIAL NUMBER

From: _____
Room No.

To: _____
Room No.

Section

Section

Requested by: _____
Property Custodian

Received by: _____
Property Custodian

Date: _____

Date: _____

REVIEWED AND RECORDED FOR PROPERTY INVENTORY

Agency Property Manager

Date